Online On duty/Time-Loss System

Users Manual

Steps for applying OD/TimeLoss :-

Homepage



Application of Od / TimeLoss.

On the Home page click on the link under Apply New – "Od /TimeLoss Module" for applying new od/timeloss.

| | CRS FERTILISER COOPERAT WORKFLOW APPLICATIONS /elcome Santoshkumar Vishnubhai Thakor | TVE LIMITED | | | Home Page |
|--|--|--|-------------------------------|---|-----------|
| On Duty Pers. No 700854 Grade U8 | Name Santoshkumar Vishnubhai Thakor Desig, IFFCO Trainee | Dept. MAINTENANCE Section MECH.SERVICES | Unit Kalol Work Unit Kalol | Mobile 9067713097 Email jtripathi@iffco.in | |
| Instructions Please select the Relevant On/TI Select the date it will show the P * Indicates mandatory fields | | | | | |
| OD/Time Loss* | ق | | | | |
| From Time* To Time* Reason* | | | | | |
| Workflow operations. | e as Draft | | | | |

Select OD/TimeLoss Type.

| | CFLOW APPLICATIONS Intoshkumar Vishnubhai Thakor | | | | Home Pag |
|--|--|--|-------------------------------|---|----------|
| Pers, No 700854 Grade U8 | Name Santoshkumar Vishnubhai Thakor Desig, IFFC0 Trainee | Dept. MAINTENANCE Section MECH.SERVICES | unit Kalol Work Unit Kalol | Mobile 9067713097 Email jtripathi@iffco.in | |
| Instructions Please select the Relevant On Duty Type Select the date it will show the History of Pun indicates mandatory fields | ch time in panel. | | | | |
| * Indicates mandatory neids OD/Time Loss* | <u> </u> | | | | |
| Date* ONDUTY FORGOT IN-PUNCH FORGOT OUT-PUNCH FORGOT CARD | | | | | |
| From Time* OD INTIMATION TIME LOSS | | | | | |
| Reason* | | | | | |

Select shift code in case of shift code is not available from table.

| WOR | CRTILISER COOPERATI KFLOW APPLICATIONS Santoshkumar Vishnubhai Thakor | VE LIMITED | | | Unity your by Home Page I |
|--|---|--|-------------------------------|---|------------------------------|
| On Duty Pers. No 700854 Grade U8 | Name Santoshkumar Vishnubhai Thakor Desig. IFFC0 Trainee | Dept. MAINTENANCE Section MECH.SERVICES | Unit Kalol Work Unit Kalol | Mobile 9067713097 Email jtripathi@iffco.in | |
| Instructions Please select the Relevant On Duty Type Select the date it will show the History of Pu * indicates mandatory fields OD/Time Loss* ONDUTY | Time In Time Out | 1 | | | |
| Date* 26/02/2016 Shift Code* 6 * From Time* 6 * To Time* 8 8 | 6 07.58 17.14 | | | | |
| Reason* C H S2 Workflow operations. | | | | | |

After filling all the details select on the radio button Click to select authority or other Authority. A dropdown of authorities will be opened. Select the authority whom to send the application and press submit button.

| | ILISER COOPERAT OW APPLICATIONS hkumar Vishnubhai Thakor | IVE LIMITED | | | Home Page Logour |
|--|--|--|-------------------------------|---|------------------|
| On Duty Pers. No. 700854 Grade U8 | Name Santoshkumar Yishnubhai Thakor Desig. IFFC0 Trainee | Dept. MAINTENANCE Section MECH.SERVICES | Unit Kalol Work Unit Kalol | Mobile 9067713097 Email jtripathi@iffco.in | |
| Instructions Please select the Relevant on Duty Type Select the date it will show the History of Punch time * Indicates mandatory fields | e in panel. | AVIL KUMAR AVIL M PIMPLE | | | |
| 0D/Time Loss* 0NDUTY * Date* 26/02/2016 @ Shift Code* 6 • | Time In Time Out 07.58 17.14 | N B PANDYA DR. J B NAYI S I CHAUDHARY H J BARATYA V D PATEL MRS. DEHAVNA GARG | | | |
| From Time ⁴ 07.00 To Time ⁴ 07.57 Reason [*] any reason | | A K SHARMA J P SINGH V J MISTRY H P PATEL VIPIN RAWAT S K SINGH HARL SINGH | P SINGH | | |
| Workflow operations. | • Other Authorit | ADITYA KULSHRESTHA S V PATEL N. SURESH V S PARMAR | Save as Draft Submi | iit | |

Confirmation message along with the sequence number of Od / TimeLoss application is displayed

| IND | | TILISER COOP LOW APPLICATION oshkumar Vishnubhai T | S | /E LIMITE | D | _ | | Work over the Concern Home Page Logour |
|-------------------------------|---|--|---------|-----------|-----------------|-------------------------------|---|---|
| On Duty | Pers. No 700854 Grade U8 Type New Status Applied | Name Santoshkum Vishnubhai T Desig, IFFCO Traine Doc No 219 Pending With | | | | Unit Kalol Work Unit Kalol | Mobile 9067713097 Email jtripathi@iffco.in | |
| Select th | ions elect the Relevant On Duty Type he date it will show the History of Punch t ces mandatory fields | ime in panel. | | | Confirmation Me | ssage | | |
| OD/T | ime Loss* ONDUTY Date* 26/02/2016 | | Time In | Time Out | | ial No ->219 has been applied | | |
| Fn | hift code* G om Time* 07.00 To Time* 07.57 Reason* any reason ched Time 07.58-17.14 OD_/TimeLoss History D | |)7,58 | 17.14 | Ok | | J | |
| Workflow operat | | er Authority | | T | Submit With | draw Application | | |

Recommendation / Sanction of Od / TimeLoss :- The recommendation and sanctioning can be done in two ways.

1. By Opening the application and recommending / Sanctioning it from the email link.

2. By Logging into the application from EIS and clicking on the Link "Recommend / Sanction Od / TimeLoss "

| | T | and the second second second | APPLICATION 5 D Devchakke | S | | | | | | whaty event |
|-------------------|-----------------------------|------------------------------|------------------------------|---------------------|-----------|---------|------------------------|---------------------|---------|-------------|
| ocuments per | nding for recommend / s | anction | | | | | | | | |
| Instructio | | | | | | | | | | |
| Please clip | ck on Applicant Personal No | to open a docume | nt. | | | | | | | |
| Applicant PNo. | Name | Document SNo. | Date | Type of OD/TimeLoss | From Time | To Time | Actual Punched Time | Application Type | Status | |
| 00854 | Santoshkumar Vishn | 219 | 09/05/2016 | ONDUTY | 07.00 | 07.57 | 07.58-17.14 | New | Applied | ۸. ۱ |
| 00854 | Santoshkumar Vishn | 216 | 09/05/2016 | ONDUTY | 07.02 | 07.58 | 07.59-17.13 | New | Applied | |
| 00854 | Santoshkumar Vishn | 211 | 29/04/2016 | ONDUTY | 07.22 | 17.25 | | Revised | Applied | |
| | Santoshkumar Vishn | 206 | 29/04/2016 | ONDUTY | 07.15 | 08.01 | 08.02-17.12 | New | Applied | |
| 00854 | | 1.1 | 29/04/2016 | ONDUTY | 07.00 | 07.52 | 07.57-17.12 | New | Applied | |
| 00854 00854 | Santoshkumar Vishn | 205 | 25/04/2010 | | | | | | | |

On duty History detail

| Welcome S D D | evchakke | | | | | or de la | | | Home Page |
|--|---|------------------------------|------|-------------------------|-------|---|---|---|-----------|
| Duty Pers. No 700854 Name Grade U8 Desig. | SANTOSHKUMA VISHNUBHAI TH IFFCO Trainee | R IAKOR <u>s</u> | | MAINTENAI MECH.SERV | | Unit Work Unit | | 1 | |
| | Doc No 219 ng With S D DEV | CHAKKE | | Sanction Approval Ch | | | | | |
| Instructions | Personal | imeLoss History I OD Date | OD | Shift | From | To Time | Reason | | |
| Please select the Relevant On Duty Type | No | | Туре | 1 | Time | (1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1. | | | |
| Select the date it will show the History of Punch time in panel. | 700854 | 29/4/2016 | | G | 07.05 | 17.10 | | | |
| * indicates mandatory fields | 700854 | 25/4/2016 | | G | 08.00 | 17.10 | | | |
| | 700854 | 13/4/2016 | Т | G | 07.00 | 07.57 | | | |
| OD/Time Loss* ONDUTY | 700854 | 2/3/2016 | 0 | G | 07.20 | 17.20 | | | |
| Date* 26/02/2016 | 700854 | 1/3/2016 | 0 | G | 07.00 | 07.56 | | | |
| Shift Code* G | 700854 | 19/2/2016 | 0 | G | 07.00 | 07.58 | | | |
| From Time* 07.00 | 700854 | 17/2/2016 | т | G | 07.00 | 07.58 | | | |
| To Time* 07.57 | 700854 | 16/2/2016 | т | G | 07.20 | 07.59 | | | |
| Reason* any reason | 700854 | 3/2/2016 | 0 | G | 07.00 | 07.58 | | | |
| Actual Punched Time 07.58-17.14 | 700854 | 28/1/2016 | 0 | G | 08.22 | 11.45 | social work at ahmedabad | | |
| OD/TimeLoss History Detail | 700854 | 13/1/2016 | 0 | G | 07.20 | 07.52 | Andread and the concentration of the second s | - | |
| orkflow operations. | | D in Calanc | | ar : 12 | | | | | |

Confirmation message along with the sequence number of Od / TimeLoss - On duty application is displayed

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| Se bay | Pers, No. 200854 Grade UR Type New Skalas Approved | Name SANTONINGHAR USHIMUMAA THAKON Desig. IFFO Tokine Doc.No. 239 | Dept. HAINTENANCE Section HOOLSERVICES Sanction By Approval Chain | Undit Kalod Work Undit Kalod | Hubble 9967733997 Email Pripathiofficula | |
| Select th | bills elect the Relevant On Duty Type is date it will show the History of Punch es mandatory fields | time in partet. | | | | |
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| Actual Pane Modeline operation | | | <u>fa</u> | | | |

OD/Time Loss Type (TimeLoss)

| WO | FERTILISER COOPERATI DRKFLOW APPLICATIONS e Santoshkumar Vishnubhai Thakor | VE LIMITED | | | Withy source by Cose |
|--|--|---|-------------------------------|--|----------------------|
| he buty Pers. No 700854 Grade U8 | Name Santoshkumar Vishnubhai Thakor Desig, IFFCO Trainee | Dept. MAINTENANCE Section MECH./SERVICES | Unit Kalol Work Unit Kalol | Nobile 9067713097 Email jtripathi⊜iffcoJn | |
| Instructions Please select the Relevant On Duty Type Select the date it will show the History of it windkates mandatory fields | | | | | |
| OD/Time Loss* TIME LOSS Date* 23/02/2016 Shift Code* G T | Time In Time Out 08.00 17.15 | | | | |
| From Time* To Time* Reason* any reason | 07.00 07.59 | | | | |
| Workflow operations. | ity S D Devchakke TOther Authority | | Save as Draft Submi | t | |

Recommendation / Sanction of Od / TimeLoss (TimeLoss)

| | V | VORKFLOW | APPLICATIONS | 5 | | | | | | Wholly owned by |
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| | | Welcome | S D Devchakke | | | | | | | Home Page |
|)ocuments per | nding for recommend / sa | anction | | | | | | | | |
| Dinstructio | INS Is on Applicant Personal No t | o open a docume | ot | | | | | | | |
| | | o open a docume | | | | | | | | |
| Applicant PNo. | Name | Document SNo. | Date | Type of OD/TimeLoss | From Time | To Time | Actual Punched Time | Application Type | Status | |
| | Santoshkumar Vishn | 220 | 09/05/2016 | TIME LOSS | 07.00 | 07,59 | 08.00-17.15 | New | Applied | A |
| 700854 | Suncosinkunnur visininin | | | a state of the second | 07.02 | 07,58 | 07,59-17,13 | New | Applied | |
| 700854 700854 | Santoshkumar Vishn | 216 | 09/05/2016 | ONDUTY | 07.02 | 07150 | 0/10/ 1/110 | | Applica | |
| an line | | | 09/05/2016 29/04/2016 | | 07.02 | 17.25 | 0107 1113 | Revised | Applied | |
| 700854 | Santoshkumar Vishn | 211 | | ONDUTY | a de la companya de l | | 08.02-17.12 | | | |
| 700854 700854 | Santoshkumar Vishn Santoshkumar Vishn | 211 206 | 29/04/2016 | ONDUTY | 07.22 | 17.25 | | Revised | Applied | |

Time Loss History detail

| INDIAN FARMERS FERTILISER C WORKFLOW APPLIC Welcome S D Devch | ATIONS | ATIVE LI | MITED | | | | | With same by Coper Home Page 1 Logo |
|---|------------------------|---------------|--|------------|---------------------------|-------------------------------------|-------------------------------|--|
| Type New Doc Status Applied Pending W | No 220 /ith SDDEVCI | IAKKE | pt. MAINTENA ion MECH.SER\ Sanctior Approval Cl | /ICES | Unit H Work Unit H | | 067713097 ripathi@iffco.in | |
| Instructions Please select the Relevant On Duty Type Select the date it will show the History of Punch time in panel. | | Date | Early Going Hours | Lost Hours | i Late Coming Hours | Actual Punched Time | | |
| * Indicates mandatory fields OD/Time Loss* TIME LOSS Date* 23/02/2016 Shift Code* 6 From Time* 07.00 To Time* 07.59 Reason* any reason Actual Punched Time 08.00-17.15 OD/TimeLoss History Detail | 700854 | 28/1/2016 | | 2.22 | 0 | 8.01-8.21 , 8.32-9.35 , 11.46-17.12 | | |
| Workflow operations. | No. of Tim | ie Loss in Ca | alander Year | :1 | | | | |

Approval History of OD/TimeLoss Type (Onduty,TimeLoss)

| | 275 (275) | | elcome S D D | PLICATIONS evchakke | | | | 1 | | | | | | | Wholly owned I |
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| ist of On D | uty Req | uisitions | Recom | nended/Sanctio | ned | | | | | | | | | | |
| View 🗸 🖬 Detach | | | | | | | | | | | | | | | |
| Name | Personal No | Document SNo | Date | Type of OD/TimeLoss | From Time | To Time | Actual Punched Time | Application Type | Original Doc No | Status | Pending With | Recommend By | Sanction By | Reject By | |
| ANTOSHKUMAR | 700854 | 220 | 9/5/2016 | TIME LOSS | 07.00 | 07.59 | 08.00-17.15 | New | | Approved | | | S D DEVCHAKKE | | - |
| ANTOSHKUMAR | 700854 | 219 | 9/5/2016 | ONDUTY | 07.00 | 07.57 | 07.58-17.14 | New | | Approved | | | S D DEVCHAKKE | | - |
| ANTOSHKUMAR | 700854 | 210 | 29/4/2016 | OD INTIMATION | 07.20 | 17.25 | | Cancellation | | Accepted | | | S D DEVCHAKKE | | - Docume |
| ANTOSHKUMAR | 700854 | 209 | 29/4/2016 | OD INTIMATION | 07.10 | 17.25 | | Cancellation | | Accepted | | | S D DEVCHAKKE | | - Docume |
| | 700854 | 207 | 29/4/2016 | ONDUTY | 07,20 | 07.52 | 07.53-17.11 | New | | Accepted | | | S D DEVCHAKKE | | - Docume |

Acceptance History of OD/TimeLoss Type (Onduty,TimeLoss)

| | | WORKF | LOW APF elcome J P | - | IONS | | | _ | | | | | Home | olly owner |
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| | | | | onign | | | | | | | | | Holik | rayu |
| t of I | Requisition | ns Pending f | or Acce | eptano | ce | | | | | | | | | |
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| W Y | Accept Selected | Reject Selected | Detach | | | | | | | | | | | |
| SNo | Date | Type of OD/TimeLoss | From Time | To Time | Actual Punched Time | Personal No | Name | Unit | Department | Type I | Recommend By | Sanction By | Status | |
| 220 | 23/2/2016 | TIME LOSS | 7 | 7.59 | 08.00-17.15 | 700854 | SANTOSHKUMAR VIS | Kalol | MAINTENANCE | New | | S D DEVCHAKKE | Approved | Å |
| 219 | 26/2/2016 | ONDUTY | 7 | 7.57 | 07.58-17.14 | 700854 | SANTOSHKUMAR VIS | Kalol | MAINTENANCE | New | | S D DEVCHAKKE | Approved | |
| | 1/1/2016 | ONDUTY | 7.5 | 8 | 08.01-17.10 | 104046 | K RAVEENDRAN | Kalol | I.T. SERVICES | New | | HASMUKH P PATEL | Approved | |
| 215 | 1/5/2016 | OD INTIMATION | 7.1 | 17.2 | | 109940 | HARISH SAINI | Kalol | I.T. SERVICES | New | | HASMUKH P PATEL | Approved | |
| 23.04 | | OD INTIMATION | 7.2 | 17.2 | | 700854 | SANTOSHKUMAR VIS | Kalol | MAINTENANCE | New | | S D DEVCHAKKE | Approved | |
| 215 212 202 | 30/4/2016 | OD INTIPATION | | | | | | | | | | | | |

On duty Accept select Requisition.

| | | WORKFL | OW APP come J P | | ONS | | | | | | | Home | olly owned Page |
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| | Requisitio | ns Pending fo | or Acce | eptano | e. | | | | | | | | |
| SNo | Date | Type of OD/TimeLoss | From Time | To Time | Actual Punched Time | Personal No | Name | Unit | Department | Type Recomn By | end Sanction By | Status | |
| | | | | | | | | | | | | | |
| 220 | 23/2/2016 | TIME LOSS | 7 | 7.59 | 08.00-17.15 | 700854 | SANTOSHKUMAR VIS | Kalol | MAINTENANCE | New | S D DEVCHAKKE | Approved | * |
| | 23/2/2016 26/2/2016 | TIME LOSS ONDUTY | 7 7 | 7.59 7.57 | | | SANTOSHKUMAR VIS Santoshkumar vis | | MAINTENANCE | New New | S D DEVCHAKKE S D DEVCHAKKE | Approved Approved | Å |
| 219 | | land to the second s | 7 7 7.5 | | 07.58-17.14 | | | | | | | | |
| 219 | 26/2/2016 | ONDUTY | 7 7 7.5 7.1 | 7.57 | 07.58-17.14 08.01-17.10 | 700854 | SANTOSHKUMAR VIS | Kalol | MAINTENANCE | New | S D DEVCHAKKE | Approved | A |
| 219 215 | 26/2/2016 1/1/2016 | onduty onduty | | 7.57 8 | 07.58-17.14 08.01-17.10 | 700854 104046 109940 | SANTOSHKUMAR VIS K raveendran | Kalol Kalol Kalol | MAINTENANCE I.T. SERVICES | New | S D DEVCHAKKE Hasmukh p Patel | Approved Approved | |

Time - loss Reject selected Requisition.

| | | WORKFLOW Welcon | APPLICAT | IONS | | | | | | | | Weel Home P | ly owned lage |
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| 220 | 23/2/2016 | TIME LOSS | 7 | 7.59 | 08.00-17.15 | 700854 | SANTOSHKUMAR VIS | Kalol | MAINTENANCE | New | | S D DEVCHAKKE | * |
| 215 | 1/1/2016 | ONDUTY | 7.5 | 8 | 08.01-17.10 | 104046 | K RAVEENDRAN | Kalol | I.T. SERVICES | New | | HASMUKH P PATEL | |
| 212 | 1/5/2016 | OD INTIMATION | 7.1 | 17.2 | | 109940 | HARISH SAINI | Kalol | I.T. SERVICES | New | | HASMUKH P PATEL | |
| | 30/4/2016 | OD INTIMATION | 7.2 | 17.2 | | 700854 | SANTOSHKUMAR VIS | Kalol | MAINTENANCE | New | | S D DEVCHAKKE | |
| 202 | | FORGOT CARD | 17.14 | 20.3 | 8.07-17.13 | 109940 | HARISH SAINI | Kalol | I.T. SERVICES | New | | HASMUKH P PATEL | |
| 202 61 | 1/3/2016 | | | | | | | | | | | | - 1 |

On Duty - Change Status to Draft mode.

| IND | | RTILISER COOPERATIV | 'E LIMITED | | | THE CONTRACT |
|-----------------|--|--|---|---|---|--------------------|
| | Welcome S | antoshkumar Vishnubhai Thakor | | | | Home Page 📕 Logout |
| On Duty | Pers. No 700854 Grade U8 Type New Status Returned | Name SANTOSHKUMAR VISHNUBHAI THAKOR Desig, IFFOO Trainee Doc No 220 | Dept. MAINTENANCE Section MECH.SERVICES Sanction By SD D Approval Chain SD D | Unit Kalol Work Unit Kalol EVCHAKKE,Ch. Mgr.(Mech) at (| Mobile 9067713097 Email jtripathi@iffco.in 09-05-2016 12:49:56 pm | |
| | ONS Elect the Relevant On Duty Type he date it will show the History of Pur | rch time in panel. | | | | |
| * indicat | tes mandatory fields | | | | | |
| OD/Ti | me Loss* TIME LOSS | | | | | |
| s | Date* 23/02/2016 | | | | | |
| Fn | om Time* 07.00 | | | | | |
| | To Time* 07.59 Reason* any reason | | | | | |
| | ched Time 08.00-17.15 OD/TimeLoss Histor | y Detail | | | | |
| Workflow operat | ions. Change Status to Draft Mode | | | | | |

OD/TimeLoss Type - OD Intimation

| WO | ERTILISER COOPERATT RKFLOW APPLICATIONS : Santoshkumar Vishnubhai Thakor | VE LIMITED | | | Home Page Logon |
|---|--|--|-------------------------------|---|-----------------|
| On Duty Pers. No 700854 Grade U8 | Name Santoshkumar Vishnubhai Thakor Desig, IFFCO Trainee | Dept. MAINTENANCE Section MECH.SERVICES | Unit Kalol Work Unit Kalol | Nobile 9067713097 Email jtripathi⊜iffco.in | |
| Instructions Please select the Relevant On Duty Type Select the date it will show the History of I * indicates mandatory fields | Punch time in panel. | | | | |
| OD/Time Loss* OD INTIMATION Date* 10/05/2016 | Time In Time Out | | | | |
| Shift Code* G * From Time* To Time* Reason* any reason | 07.00 17.10 | | | | |
| Workflow operations. | x S D Devchakke • Other Authority | [| Save as Draft Submi | t. | |

Recommendation / Sanction of Od / TimeLoss (OD Intimation)

| | 1 | VORKFLOW | APPLICATIONS | 5 | | | | | | Whe | olly owned b |
|------------------------------------|--|----------------------------------|--|-----------------------------------|-------------------------|-------------------------|----------------|-------------------------------|-------------------------------|--------|--------------|
| | | Welcome | 5 D Devchakke | | | | | | | Home I | Page |
| ocuments per | nding for recommend / s | anction | | | | | | | | | |
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| Please cli | ck on Applicant Personal No | to open a docume | nt. | | | | | | | | _ |
| | Name | Document | Date | Type of OD/TimeLoss | From Timo | To Time | Actual Punched | Application | | | |
| Applicant PNo. | name | SNo. | Date | Type of OD/ TimeLoss | rion inne | TOTIME | Time | Application Type | Status | | |
| | Santoshkumar Vishn | SNo. | 10/05/2016 | | 07.00 | 17.10 | | | Status | | |
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| PNo. 700854 | Santoshkumar Vishn | SNo. 225 222 | 10/05/2016 | OD INTIMATION ONDUTY | 07.00 | 17.10 | | Type New | Applied | | * |
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Od Intimation History detail

| WORKFLOW APPL Welcome S D Dev | | | | | | | | | Home Pa | ge 📕 Log |
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| Desig, Il | NTOSHKUMAR SHNUBHAI THA FCO Trainee | KOR Se | | AINTENAN ECH.SERVI | CES | Unit Work Unit | | | | |
| | With S D DEVC | HAKKE | A | Sanction I pproval Cha | | | | | | |
| nstructions | Applicant OD/T | meLoss History D | etail | | | | | | 8 | _ |
| Please select the Relevant On Duty Type | Personal No | OD Date | OD Type | Shift Code | From Time | To Time | Reason | | | |
| Select the date it will show the History of Punch time in panel. | 700854 | 29/4/2016 | 0 | G | 07.05 | 17.10 | | - | | |
| * indicates mandatory fields | 700854 | 25/4/2016 | 0 | G | 08.00 | 17.10 | | | | |
| | 700854 | 13/4/2016 | т | G | 07.00 | 07.57 | | | | |
| OD/Time Loss* OD INTIMATION | 700854 | 2/3/2016 | 0 | G | 07.20 | 17.20 | | | | |
| Date* 11/05/2016 | 700854 | 1/3/2016 | 0 | G | 07.00 | 07.56 | | | | |
| Shift Code* G | 700854 | 26/2/2016 | 0 | G | 07.00 | 07.57 | | | | |
| From Time* 07.00 | 700854 | 19/2/2016 | 0 | G | 07.00 | 07.58 | | | | |
| To Time* 17.10 | 700854 | 17/2/2016 | т | G | 07.00 | 07.58 | | | | |
| Reason* any reason | 700854 | 16/2/2016 | T | G | 07.20 | 07.59 | | | | |
| ctual Punched Time | 700854 | 3/2/2016 | 0 | G | 07.00 | 07.58 | | | | |
| OD/TimeLoss History Detail | 700854 | 28/1/2016 | 0 | G | 08.22 | 11.45 | social work at ahmedabad | • | | |
| kflow operations. | No. of OI |) in Caland | er Yea | r:13 | | | | | | |
| Forward Recommend Approve Reject Submit Exit | | | | | | | | | | |

Approval History of OD/Timeloss type (OD Intimation)

| | | | FLOW APH Icome S D D | PLICATIONS evchakke | | | | | | | | | | | Wholy owned HomePage |
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| ist of On D | uty Req | uisitions | Recom | nended/San | ctione | d | | | | | | | | | |
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| SANTOSHKUMAR | 700854 | 223 | 9/5/2016 | OD INTIMATION | 07.01 | 17.20 | | Cancellation | | Accepted | | S D DEVCHAKKE | | | - Document entered at Sr |
| SANTOSHKUMAR | 700854 | 221 | 9/5/2016 | OD INTIMATION | 07.00 | 17.10 | | Cancellation | | Accepted | | S D DEVCHAKKE | | | - Document entered at Sr |
| SANTOSHKUMAR | 700854 | 219 | 9/5/2016 | ONDUTY | 07.00 | 07.57 | 07.58-17.14 | New | | Accepted | | S D DEVCHAKKE | | | - Document entered at Si |
| SANTOSHKUMAR | 700854 | 210 | 29/4/2016 | OD INTIMATION | 07.20 | 17.25 | 1 | Cancellation | | Accepted | | S D DEVCHAKKE | | | - Document entered at Si |
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Acceptance History of OD/TimeLoss Type (Od Intimation)

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| SNo | Date | Type of OD/TimeLoss | From Time | To Time | Actual Punched Time | Personal No | Name | Unit | Department | Туре | Recommend By | Sanction By | Status | |
| 225 | 11/5/2016 | OD INTIMATION | 7 | 17.1 | | 700854 | SANTOSHKUMAR VIS | Kalol | MAINTENANCE | New | | S D DEVCHAKKE | Approved | * |
| 215 | 1/1/2016 | ONDUTY | 7.5 | 8 | 08.01-17.10 | 104046 | K RAVEENDRAN | Kalol | I.T. SERVICES | New | | HASMUKH P PAT | Approved | |
| | 1/5/2016 | OD INTIMATION | 7.1 | 17.2 | | 109940 | HARISH SAINI | Kalol | I.T. SERVICES | New | | HASMUKH P PAT | Approved | |
| 212 | | OD INTIMATION | 7.2 | 17.2 | | 700854 | SANTOSHKUMAR VIS | Kalol | MAINTENANCE | New | | S D DEVCHAKKE | Approved | |
| 212 202 | 30/4/2016 | | - | | 0.07.47.40 | 100040 | HARISH SAINI | Kalol | I.T. SERVICES | New | | HASMUKH P PAT | Approved | |
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Revised for OD/TimeLoss Type (Od Intimation)

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| | Pers. No 700854 Grade U8 | | ame Santoshkum Vishnubhai T esig. IFFCO Traine | Thakor | Dept MAINTENANCE Section MECH.SERVICES | | it Kalol it Kalol | | lobile 906771 Email jtripath | | |
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After Revised Type od/timeloss type is (On Duty)

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Revised document

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| | Welcome Santos | shkumar Vishnubhai Thakor | | | | Home Page 📕 Logout |
| On Duty | Pers, No 700854 Grade U8 Type Revised Status New Document | Name SANTOSHKUMAR VISHNUBHAT THAKOR Desig, IFFCO Trainee Doc No 226 | Dept. MAINTENANCE Section MECH.SERVICES Sanction By Approval Chain | Unit Kalol Work Unit Kalol | Mobile 9067713097 Email jtripathieiffco.in | _ |
| Select the | INS lect the Relevant On Duty Type e date it will show the History of Punch tim iss mandatory fields | ie în panel. | | | | |
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Requisition can be cancelled only after it has been Accepted by Time Office.

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After Cancel Requisition to show Type is Cancel.

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